

## **Environmental Health Secretary**

### **Nature of Work**

This is responsible clerical and accounting work assisting with administrative functions of the Environmental Health office for Sevier County government. Activities associated with the job include answering incoming calls and assisting individuals with obtaining septic permits, inspection letters, subdivision evaluations and water tests, performing data entry duties in support of office operations, maintaining records and documentation of field activities and collecting fees associated with services provided by the office of Environmental Health. Additional activities include assisting installers, pumpers, surveyors, developers, etc. with obtaining needed inspections and other information, processing maps of properties and subdivisions and depositing fees collected for services provided for clients. Job responsibilities require experience in office administration and performing clerical functions, knowledge of federal, state and local regulations governing environmental regulations and S.S.D.S.'s, good organizational, interpersonal and decision making skills and the ability to consistently adhere to established operating policies and procedures and financial reporting requirements. Job performance is evaluated by the Director of Environmental Health through review of the efficiency of office operations, accuracy of financial transactions and reports, level of technical expertise, knowledge of environmental procedures and regulations, organizational, interpersonal and decision making skills and ability to perform job assignments in a timely manner. Job duties are also subject to oversight from state and local officials.

### **Illustrative Examples of Work**

- Assists with all administrative activities and functions associated with the office of Environmental Health.
- Answers incoming calls and provides information regarding the services provided by the Environmental Health office and/or refers the call to the appropriate party.
- Assists with the preparation of daily reports and financial deposits for submission to the Trustee's office.
- Assists developers, contractors, surveyors, etc. and provides them with information regarding environmental permits, fees, application processes, etc.
- Collects fees for permits, inspection letters, repairs, subdivision evaluations, water tests and licenses from installers, pumpers, developers, etc., provides receipts and maintains records of all financial transactions.
- Insures that all office equipment is functioning properly, assists with ordering office inventory and contacts service providers when necessary.
- Interacts with city and county planners, surveyors, title companies, real estate agents, bankers, etc. to convey and receive information.
- Completes bank deposits and deposits in the bank every three days.

- Maintains records, maps and supporting documentation pertaining to daily activities in an organized and accessible manner.
- Contacts customers regarding maps received as a result of subdividing property parcels.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited four year high school supplemented with additional training in office administration; experience working in an office setting and performing bookkeeping duties; good organizational, interpersonal and decision making skills; some knowledge of federal, state and local environmental regulations; strong clerical and data entry skills, dedicated attention to detail; or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Considerable knowledge of office administration practices and procedures including the organization and storage of information and coordination and oversight of financial transactions.
- Knowledge of T.C.A. sections 68-221-401 through 68-221-414 pertaining to environmental regulations governing Subsurface Sewage Disposal Systems.
- Knowledge of the Department of Environment and Conservation Division of Groundwater Protection regulations governing Subsurface Sewage Disposal Systems (Chapter 1200-1-6).
- Knowledge of construction trades and practices associated with the development of new subdivisions, houses, commercial properties, etc.
- Knowledge of Sevier County including major roadways, location of subdivisions, rental properties, industrial parks, etc.
- Ability to organize and coordinate administrative functions to insure the prompt delivery of service to clients, efficiency of office operations and accuracy of financial transactions.
- Ability to make timely and appropriate decisions within existing environmental rules and regulations and departmental policies and procedures.
- Ability to interact in an effective and professional manner with contractors, surveyors, property owners, developers and the public.
- Ability to maintain records and supporting documentation in an organized and accessible manner.
- Ability to compile data and prepare comprehensive reports of job related activities.
- Ability to organize and prioritize personal time and activities required to meet established deadlines and reporting requirements.
- Skill in the use of office equipment including copiers, calculators, FAX machines, multi-line phone systems and computer keyboards (approximately 50 WPM).
- Skill in the use of computer software programs including word processing, database management and spreadsheet applications.

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